

# Medical Biller

**Employment** Full Time  
**Type:**

**Salary Range:** DOE

**Benefits:** Medical, 401K, Sick, Vacation, Paid  
Holidays

## **Description:**

We are looking for an experienced medical biller to join our team.

The ideal candidate will possess great people skills, a professional telephone demeanor, will be articulate, dependable and a team player. Multi-tasking, accuracy, attention to detail and knowledge of the industry is required. This position works with multiple physician offices. The candidate must be able to function in a team-oriented environment, display strong investigative and organization skills, pay high attention to detail with consistent follow through and be able to productively manage high volumes of work. Minimum of one year medical billing experience in a physician office or third party billing company preferred. Experience with Lytec, Dr. Chrono, Allscripts, is a plus.

## **Duties:**

Candidate will be responsible for posting charges, payments, adjustments, following up with the various insurance carriers and working aging reports on a monthly basis. Candidate will provide excellent customer service skills and professional telephone conduct with patients, physician clients, and insurance company representatives.

## **Qualifications:**

Must have knowledge and experience of the general overall billing process. This includes, but is not limited to, understanding remittances, denials, ICD-9 and CPT codes, write offs, and EOBs. Familiarity with commercial insurances, private carriers, HMOs, Medi-Cal and Medicare is required.

Minimum of one year medical billing experience is preferred.

Must be detail oriented, professional, resourceful, skilled in time management and excellent prioritizing skills.

Proficiency with Microsoft Office and Lytec, Dr. Chrono, Allscripts, Advanced MD billing software is preferred.